Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	Administration and Public Management
1.3. Departments	Department of Administration and Public Management
1.4. Field of study	Sociology
1.5. Cycle of studies	Bachelor
1.6. Education type	Full-time
1.7. Study programme	Human Resources
1.8. Language of study	Romanian
1.9. Academic year	2024-2025

2. Information on the discipline

2.1. Name	**Stationery**								
2.2. Code	**24.0253IF1.1-0002**								
2.3. Year of study	**1**	2.4. Semester	**1**	2.5. Type of assessment	**Test**	2.6. Status of the discipline	**Compulsory**	2.7. Number of ECTS credits	**4**
2.8. Instructors									

3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	3.00	of which	
		Lectures(C)	2.00
		Practical work / projects(L/P)	1.00
3.3. Total hours from curriculum	42.00	of which	
		Lectures(C)	28.00
		Practical work / projects(L/P)	14.00
3.4. Total hours of study per semester (ECTS*25)	100.00		
3.5. Total hours of individual study	58.00		
Distribution of time for individual study			
Study by the textbook, lecture notes, bibliography and student's own notes	14.00		
Additional documentation in the library, on specialized online platforms and in the field	23.00		
Preparation of seminars, labs, assignments, portfolios and essays	14.00		
Tutorials			
Examinations	7.00		
Other activities			

4. Prerequisites

4.1. of curriculum	Not applicable
4.2. of competences	Basic knowledge of computer or ECDL operation

5. Conditions

for the Lectures(C)	Classroom with multimedia projection; Audio-video online platform
for the Practical work / projects(L/P)	Computer lab equipped with computers and tools; Audio-video online platform

6. Acquired specific competences

Professional	C1	Design and implementation of social research (gathering, processing and analysis of social data) in organizations and communities, cultural studies, market studies etc.
Professional	C2	Social data systems management

7. Objectives of the discipline

7.1. General objective	Transmission to students of information and knowledge, skills and abilities, attitudes and skills on new information and communication technologies used in modern office activities.
7.2. Specific objectives	Dezvoltarea deprinderilor de lucru cu instrumentar specializat • Creșterea gradului de conștientizare a principiilor, procedurilor și competențelor tehnologice • Dezvoltarea competențelor necesare pentru planificare, organizare, gestiune și identificare de soluții în rezolvarea problemelor întâlnite într-un mediu de birou modern • Oferirea studenților a unor exemple din viața reală menită să le dezvolte capacitatea de acomodare și adoptarea unor atitudini și comportamente necesare pentru obținerea succesului pe piața muncii

8. Contents

8.1. Lectures(C)		Teaching/Work methods	Recommendations for students
1	Introductory course	lecture, debate	Activities on online.ase.ro
2	Touch typing	lecture, debate	Activities on online.ase.ro
3	Office applications: typology and features	lecture, debate	Activities on online.ase.ro
4	The word processor	lecture, debate	Activities on online.ase.ro
5	Electronic signature	lecture, debate	
6	Cloud computing: Drive and forms	lecture, debate	
7	Business analysis and spreadsheets	Assessment	Activities on online.ase.ro
8	Techniques for creating professional presentations for human resources	lecture, debate	Activities on online.ase.ro
9	Interoperability of Word Processing and Spreadsheet Applications: Circular Letter	lecture, debate	Activities on online.ase.ro
10	Organization and archiving of documents in the Cloud: Google Drive, OneDrive	lecture, debate	Activities on online.ase.ro
11	Planning and Project Management in HR: MS Project and Visio	lecture, debate	Activities on online.ase.ro
12	Automation of specific HR processes with AI and RPA tools	lecture, debate	Activities on online.ase.ro
13	Applicability of IoT in work environment monitoring and personnel management	lecture, debate	Activities on online.ase.ro
14	Automating recruitment and assessment processes with AI and RPA	Assessment	Activities on online.ase.ro

Bibliography

- ENACHE I., BIROTICĂ – Colegiul Universitar de Administraţie şi Secretariat Facultatea de Litere – Universitatea din Bucureşti - suport de curs
- Radu, I.(coord.), Informatică și Management - o cale spre performanță, Universitară, București, 2007
- Tsichritzis, D. (Ed.), Office automation: concepts and tools, Springer Science & Business Media., 2012
- Zisman, M. D., Office automation: Revolution or evolution?., MIT LIBRARY, Cambridge, Massachusetts, 1978
- Berciu-Draghicesc, A. (coord.), Manual de secretariat și asistență managerială, București, 2003, http://ebooks.unibuc.ro/StiinteADM/secretariat/index.htm

8.2. Practical work / projects(L/P)		Teaching/Work methods	Recommendations for students
1	Introductory seminar: account verification on the online platform and the blind typing platform. Blind Typing: Predictive Testing and Lessons 1 and 2.	Explanation, computer operation	
2	Text editor: Data collection in the form of a personal CV in two formats: standard (Europass) and creative. Blind Typing: Lessons 3 and 4.	Explanation, computer operation	
3	Cloud computing/Digital transformation: Recording data and its automatic processing in Drive/Google Form. Blind Typing: Lessons 5 and 6.	Explanation, computer operation	
4	Business analysis and spreadsheet: Extraction and storage of data from documents (e.g. from colleagues' CVs). Blind Typing: Lessons 7 and 8.	Explanation, computer operation	
5	Data analysis and presentation of results in graphical form (e.g. PowerPoint, Prezi, Canva, AI applications for generated graphics). Blind Typing: Lessons 9 and 10.	Explanation, computer operation	
6	HR-specific data and information processing with AI applications (Claude.ai / ChatGPT).	Explanation, computer operation	
7	Mail merge for batch generation of standard documents. Creation of the individual portfolio containing the results of the seminar activities and the conclusion of the situation at the seminar. Blind Typing: Lessons 13 and 14.	Explanation, computer operation	

Bibliography

- Radu, I.(coord.), Informatică și Management - o cale spre performanță, Universitară, București, 2007
- McFedries, P. , Microsoft Excel formulas and functions (Office 2021 and Microsoft 365), Microsoft Press., 2022
- Lambert, J. (2023), Microsoft Word step by step (Office 2021 and Microsoft 365)., Microsoft Press., 2023

9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

Developing working skills with IT tools used in a modern administrative office

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. Lectures(C)	Active participation Involvement in preparing and discussing topics Testing theoretical and practical knowledge, including by grid test on the online.ase.ro platform	Formative evaluation	50.00
10.2. Practical work / projects(L/P)	Portfolio of activities; Blind typing, Online Quiz	Summative evaluation	50.00
10.3. Final assessment			0.00
10.4. Modality of grading	Integer Grades 10-1		
10.5. Minimum standard of performance	Realization portfolio, seminars and activities throughout the semester		

Date of listing,
11/23/2026

Signature of the discipline leaders,

Date of approval in the department

Signature of the Department Director,